

DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 2-2015  
Elimination of Food and Nutrition Services Employment and Training Requirements for  
Columbus and Wake County  
(June 25, 2015)

**(Food and Nutrition Services)**

**TO:** County Directors of Social Services

**ATTENTION:** Food and Nutrition Services Managers and Supervisors

**DATE:** June 25, 2015

**SUBJECT:** Elimination of Food and Nutrition Services Employment and Training Requirements for Columbus and Wake County

**EFFECTIVE:** Upon Receipt

**I. GENERAL INFORMATION**

On June 30, 2015, the Food and Nutrition Services Employment and Training (FNS E&T) contract between the Division of Social Services and the State Division of Workforce Solutions (DWS) will terminate in both Columbus and Wake County. This will end the FNS E&T Program in these two counties. The purpose of this letter is to outline the procedures for implementing this change.

**II. POLICY PROCEDURES**

Although the work program in these counties will end, individuals subject to work requirements are not exempt from work registration. Able Bodied Adults without Dependents (ABAWDs) and non-ABAWD work registrants continue to be subject to disqualification due to non-compliance with Work First Employment Services and Unemployment Insurance Benefits work requirements, voluntary reduction in hours, voluntary quit, and the ABAWD provisions found in Sections 240, 243, and 245 of the Food and Nutrition Services Certification Manual. The ABAWD waiver, which is in effect in all counties through December 31, 2015, eliminates the 3-month ABAWD time limit, but the FNS work requirements still apply.

**III. CLOSE OUT DEADLINES AND PROCEDURES**

Closeout deadlines and procedures developed with the State DWS must be used when referring E&T volunteers and individuals needing cures to the local Career Center FNS E&T Consultant.

1. **Effective immediately**, Columbus and Wake County must discontinue referring E&T volunteers and individuals needing E&T cures to the local Career Center FNS E&T Consultant.

2. If a disqualified individual requests to cure an E&T non-compliance on or after **June 24, 2015**, document in the case record that the FNS E&T Program in the county ends/ended effective June 30, 2015. Add the individual back to the FNS benefits as long as all other eligibility requirements are met. The FNS household must reapply if the benefits are terminated.
  3. **June 29, 2015** is the last day for the local Career Center FNS E&T Consultant to complete and send E&T vouchers for reimbursement of participant expenses for work searches and attendance records received by June 29, 2015. **The local Career Center FNS E&T Consultant will fax or e-mail these vouchers to the local DSS in order to meet this deadline.**
  4. The Division of Social Services will be notified by the State DWS if work searches and attendance records are received by the local Career Center FNS E&T Consultant **after June 29, 2015**. The Division will contact the respective DSS regarding the untimeliness of these E&T vouchers sent for reimbursement of participant expenses. **The local Career Center FNS E&T Consultant will fax or e-mail these vouchers to the local DSS.**
- NOTE:** Request 50% FNS E&T matches for participant reimbursements from the Department of Health and Human Services Controllers Office no later than September 2015.
5. Continue to indicate E&T volunteers as Registered Referred and Volunteer Referred in NC FAST through June 2015, unless notified by the local Career Center FNS E&T Consultant that an individual stopped participating in the FNS E&T Program prior to **June 1, 2015**.

#### **IV. IMPLEMENTATION INSTRUCTIONS**

This change is effective upon receipt in Columbus and Wake County only. For each application, change in situation, or recertification, end date evidence in NC FAST for individuals who are listed as Registered Referred and Volunteer Referred.

If you have any questions, contact Kathy Evans at [Kathy.Evans@dhhs.nc.gov](mailto:Kathy.Evans@dhhs.nc.gov) or (919) 527-6318.

Sincerely,



David Locklear, Chief  
Economic and Family Services Section